

ADMINISTRATIVE - INTERNAL USE ONLY

7 May 1974

MEMORANDUM FOR: Senior Training Officers  
O/DCI, DDI, DDM&S, DDO, DDS&T

SUBJECT : Fellowships in Congressional Operations for Executives  
1974-75


1. Attached are copies of the announcement on the Fellowships in Congressional Operations for 1974-75. Through oversight on the part of the Civil Service Commission these announcements were not received in the Agency until today. Therefore our deadline has been extended to 15 June 1974.

2. Nominees for the program should be in grade range GS-13 through GS-16 with at least two years of Federal Government service. Our candidates may be nominated for both the Fellowships in Congressional Operations and the section for Foreign Affairs Fellows or for only the Congressional Operations Program. Foreign Affairs Fellows will begin the program earlier, in mid-September 1974.

3. I should like to point out that the Training Selection Board is currently reviewing the entire Training Selection Board curriculum and the Fellowships Program is undergoing close scrutiny in terms of its value to the Agency and our employees. However, strong candidates will be considered by the Board. I should also like to remind you that person(s) selected for this Program must attend on a completely overt basis.

4. Please submit six copies of all nomination papers to the Executive Secretary, TSB no later than Friday, 31 May 1974--an up-to-date bio profile, two most recent fitness reports, supervisors' statement and nominee's statement (see Nomination Procedure in announcement).

STATINTL

  
Executive Secretary  
Training Selection Board

Atts

220-078022-58

cc: Director, EEO

ES-TSB: :maq

Distribution:

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1 - Ea SIO w/atts

2 - ES-TSB w/atts

1 - RC/SRS/TR w/atts

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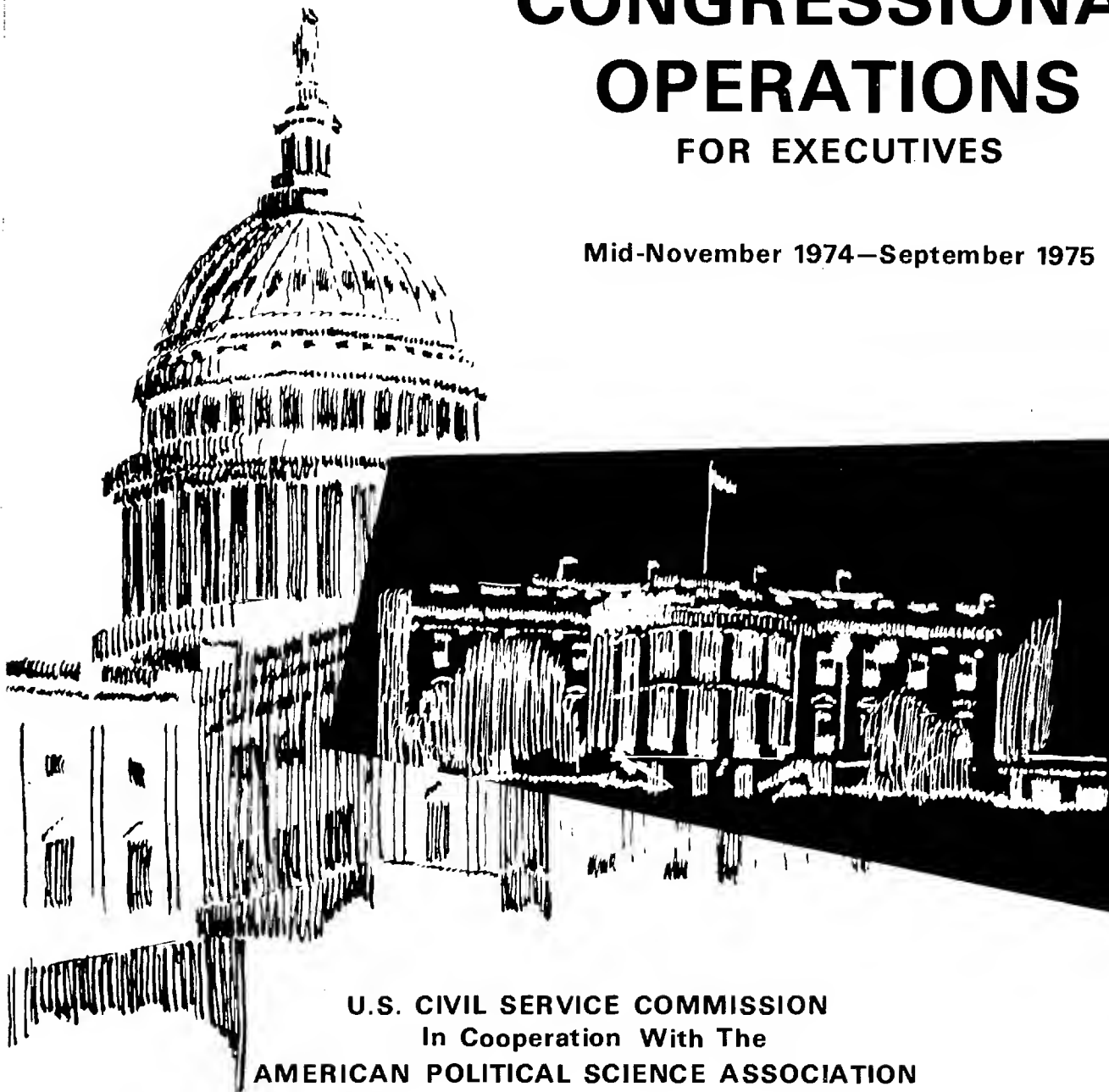
STATINTL

**ANNOUNCING**

# **FELLOWSHIPS IN CONGRESSIONAL OPERATIONS**

**FOR EXECUTIVES**

**Mid-November 1974—September 1975**



**U.S. CIVIL SERVICE COMMISSION**  
In Cooperation With The  
**AMERICAN POLITICAL SCIENCE ASSOCIATION**

It is becoming more and more apparent that the effectiveness of managers and executives in the Federal Government is enhanced when they have a thorough understanding of the congressional process. Many of the basic responsibilities of the Federal Government are shared jointly by the executive and legislative branches; others are divided in such a way that interdependence between Congress and the Executive necessarily results. Under our system of government, therefore, it is essential to have a profound knowledge of the legislative branch to appreciate and comprehend fully the responsibilities and operations of the executive branch.

Federal executives selected for the Fellowship in Congressional Operations will study and learn how the Congress functions. They will attend seminars conducted by scholars studying the Congress and writing about its operations, meet with representatives of different professions and interests who are in daily contact with the Congress, and spend the major part of the Fellowship year in Member's offices or on congressional committee staffs. These experiences will be invaluable to the Fellows and their agencies when they return to the executive branch and as they progress to positions of greater responsibility.

## PROGRAM ASSIGNMENTS AND PURPOSE

Congressional Fellows participate in a variety of activities designed to expand their knowledge and understanding of congressional operations. The American Political Science Association operates the Congressional Fellowship program and selects other Fellows from the fields of political science, journalism and law. Program activities include the following:

- an intensive and comprehensive Orientation Program, lasting approximately four weeks, conducted by the American Political Science Association in preparation for work assignments,
- full time work assignments, following the orientation period, with Members of the House of Representatives and the Senate and with staff members of congressional committees,

- weekly seminar meetings with leading congressional, governmental and academic figures throughout the Fellowship year.

From these and other planned activities, Fellows should gain:

- a thorough knowledge of the organization of the Congress,
- a well-balanced understanding of the legislative process and the factors and forces which influence it,
- a congressional perspective of national and local issues and executive branch operations,
- a better understanding of the dimensions and complexities of congressional responsibilities and their relationship to the total process of government.

## FOREIGN AFFAIRS FELLOWS

Agencies that have substantial activity with foreign governments are invited to nominate candidates from their foreign affairs program areas for both the Fellowships in Congressional Operations and the section for Foreign Affairs Fellows. The addition of this special segment to the regular Congressional Operations program reflects the increasing concern and interaction of the executive and legislative branches in foreign policy areas. Foreign Affairs Fellows attend an eight week course, "Foreign Policy and the Congress", from mid-September to mid-November, which is

conducted by the Johns Hopkins University School of Advanced International Studies. At the conclusion of this course, Foreign Affairs Fellows enter the regular Congressional Fellowship program which commences with the American Political Science Association's orientation program in mid-November. Agencies are charged an additional \$1,000 per person for candidates selected as Foreign Affairs Fellows. Nominations are not accepted for the Foreign Affairs segment only, as all Fellows are expected to participate in the regular Congressional Fellowship program.

In selecting their candidates for the Congressional Fellows program, agency officials should be fully cognizant of the fact that this is an executive training program. Therefore, persons who are nominated should be those identified as executives or mid-careerists designated as high-potential executives. Nominees for the Fellowship should be career employees in grades GS-13 through GS-16 or equivalent, with at least two (2) years of Federal Government Service. Agencies should select persons who have demonstrated flexibility to adjust rapidly to changing work situations; have the ability to work in an environment that is relatively unstructured and may require irregular hours; and be capa-

ble of initiating work and working independently with minimum supervision, direction, and assistance. Persons should not be nominated if they are working on an academic degree in night school or have other off-the-job commitments that will conflict with the work schedule and seminars for Congressional Fellows. Nominees should have demonstrated a very high level of ability with rapid progression through responsible positions within the Federal service and superior academic achievement in college or graduate school. Preference in the selection will be given to those who are taking part in an agency's internal executive development program.

## NOMINATING PROCEDURE

All nominations for this program must be submitted through the agency's central coordinator; no nominations should be sent directly from a bureau or field establishment to the Civil Service Commission. Each department or agency may nominate up to three candidates. Candidates should be carefully screened by their agencies and only the most promising should be nominated. An Optional Form 37 is to be submitted by agencies, no later than May 15, 1974, to the Director, General Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20036. Two Optional Form 37's must be

submitted for Foreign Affairs Fellows candidates. Three copies of each of the following items should accompany each nomination: a current and complete Standard Form 171; a statement from the nominee's supervisor(s) briefly describing the nominee's potential for career growth and the types of higher responsibility projected or being planned; a one page typewritten statement by the nominee giving reasons for wanting to participate, goals and objectives to be achieved in the program, and how this experience would relate to personal career plans.

## COSTS

The cost of the Fellowship in Congressional Operations will be \$1,000 per participant, to cover the costs of the Orientation Program, weekly seminars and other functions conducted by the APSA as a regular part of the program.

An additional charge of \$1,000 per person will be assessed to agencies whose nominees are selected as Foreign Affairs Fellows.

## OTHER INFORMATION

A selection committee will interview all candidates in Washington, D.C. between June 3 and June 14, 1974. Final selections will be made by July 1, 1974 and will be announced directly to offices making the nominations. The Fellowship in Congressional Operations is a full time, long-term, training program which will commence with the orientation period in mid-November 1974 and will conclude in August 1975. Foreign Affairs Fellows will begin

the program earlier, in mid-September 1974, but will complete the program with the rest of the Fellows in August 1975.

Agencies may obtain further information on the program from the General Management Training Center, telephone number 632-5662 or code 101, extension 25662.

May 15, 1974	Nominations due
July 1, 1974	Final selection of Fellows
Mid-September 1974 mid-November 1974	"Foreign Policy and the Congress" course for Foreign Affairs Fellows
Mid-November-December 1974	ASPA Orientation Program (All Fellows)
December 1974	Begin full time work assignments on Capitol Hill
April 1975	Fellows switch to other House for second half assignments
Early January-mid August 1975	Attend weekly seminar meetings
August 31, 1975	Latest date for termination of Fellowship

## CONGRESSIONAL FELLOWSHIP ADVISORY COMMITTEE

Policy guidelines are formulated and final decisions on selections are made by the Congressional Fellowship Advisory Committee. Member of the Committee are:

Chairman: William J. Keefe, Ph.D.  
University of Pittsburgh

Stephen K. Bailey  
American Council on Education

David S. Broder  
Correspondent  
*Washington Post*

Honorable Morris K. Udall  
U.S. Representative from Arizona

Honorable Hubert H. Humphrey  
U.S. Senator from Minnesota

Honorable William A. Steiger  
U.S. Representative from Wisconsin

William B. Dickinson  
Congressional Quarterly Inc.

Honorable Charles L. Clapp  
Commissioner  
Interstate Commerce Commission

Ralph K. Huitt, Ph.D.  
Executive Director  
National Association of State  
University and Land Grant Colleges

Donald R. Matthews, Ph.D.  
University of Michigan

Honorable Robert E. Hampton  
Chairman  
U.S. Civil Service Commission

Honorable William E. Brock  
U.S. Senator from Tennessee

John F. Bibby, Ph.D.  
University of Wisconsin

Robert L. Peabody, Ph.D.  
Johns Hopkins University

Mavis M. Reeves, Ph.D.  
University of Maryland

Eddie N. Williams  
Joint Center for Political Studies

# Memorandum

**Subject:** Nominations for Fellowships in Congressional Operations

**Date:** 4/23/74

*Thomas V. Garcia*  
**From:** Thomas V. Garcia, Director, Legal, Legislative &  
Civil Rights Training  
General Management Training Center

**In Reply Refer To:**

TWG:EDU

**Your Reference:**

**To:** Agency Directors of Training

This year, the closing date for nominations for the Fellowships in Congressional Operations program is the 15th of May. This memorandum is to urge you to get your nominations in as soon as possible and by May 15th, so that we can schedule interviews with candidates and make our selections by the first of July. If you anticipate any delays in submitting your nominations, please get in touch with me right away so we can make arrangements for extension of the closing date.

If you need additional information or more announcements, please call me at 632-5662. In the event you should call when I am out of the office, please ask to speak with Miss Karen Emerson. She will be able to assist you with most of your questions.